

AUGUSTA COUNTY SERVICE AUTHORITY

Job Description

DATE: June 2014
REVISED: November 2015

JOB TITLE: Utility Worker

DEPARTMENT: Construction & Field Operations **FLSA:** Non-Exempt

REPORTS TO: Construction Supervisor or
Collection & Distribution Supervisor **Category:** Essential

SUMMARY OF RESPONSIBILITIES

To perform a variety of semi-skilled and unskilled tasks in the maintenance of sewer and water lines, construction of water and sewer lines, installation of new water and sewer services, and related facilities.

ESSENTIAL JOB FUNCTIONS

1. Perform assigned work as part of a maintenance, construction, or new service installation crew to repair, construct water and sewer services, and/or install new water and sewer services. Duties include: excavation, clearing and smoothing a trench, laying pipe, making new connections, repairing breaks in the line, installing fire hydrants, repairing excavated roadways, unload materials from trucks, clean up job site, etc.
2. Operate pickup truck, dump truck, high velocity water truck, lowboy and sewer vacuum trucks. Use hand tools (e.g. soil tamper, air drill, and pavement breaker). Observe all safety rules, regulations, and practices. Report any unsafe working conditions to the Crew Leader.
3. Maintain work areas, tools, and equipment in a clean and orderly manner.
4. Advise the Crew Leader of material needs, major equipment repairs required, and work improvement suggestions.
5. Maintain accurate and timely records and reports.

QUALIFICATIONS/BASIC JOB REQUIREMENTS

1. Must have at least two (2) years experience in heavy manual labor.
2. Ability to communicate, both verbally and written, and read in English to understand directions, procedures, and communicate to others.
3. Must have an understanding of basic mathematics, mechanical knowledge, use general hand tools, and operate a motor vehicle.
4. Ability to learn maintenance and construction of water and sewer lines procedures.
5. Ability to perform several tasks at the same time.

6. Must be able to work independently with a minimum of supervision.
7. Must exhibit a positive attitude to effectively deal with the public, agency officials, and co-workers.
8. Must possess a valid Virginia Drivers License.
9. Must possess, or have the ability to obtain within six (6) – twelve (12) months of employment, a valid Class A (combination vehicle) Commercial Drivers License with Tanker Endorsement for vehicles with Air Brakes.

WORKING CONDITIONS

1. Regularly works in outside weather conditions.
2. Subject to contact with liquid water, wastewater and vapors, confined space, electricity, hazardous materials, and blood borne pathogens while performing duties. Continuous exposure to dust, fumes, noise, extreme heat/cold, uneven terrain, and occasional exposure to heights.
3. Frequent standing, walking and stooping/bending. Occasional sitting, lifting (up to 75 pounds without assistance and over 75 pounds with operator or mechanical assistance), carrying (up to 75 pounds without assistance), pushing, pulling, twisting, climbing, stooping/bending, kneeling, crawling, reaching, grasping, repetitive movements, and driving. Frequent standing and walking.
4. Required to work irregular schedules on an as needed basis, which includes overtime, night duty, standby, weekends, and holidays. Subject to call-in for emergency assignments.
5. Must have a home telephone.

EMPLOYMENT CONDITIONS

1. Pre-employment drug test
2. Pre-employment physical
3. Pre-employment driving record review
4. Annual driving record review
5. Random drug and alcohol test for all employees required to have a CDL

SAFETY REGULATIONS AND HAZARDS

1. Must observe all safety rules and regulations and wear protective equipment as required (e.g., hard hat, hearing protection, uniform, protective clothing, eye protection, gloves, safety shoes, seat belts etc.).
2. Must actively attend all required safety training.
3. Must not operate any ACSA equipment without proper training.
4. Must be Flagger Certified.
5. Must be certified (recertified every 3 years) in Fork Lift Operations.
6. Must be Work Zone Safety/Traffic certified.

THIS JOB DESCRIPTION DOES NOT LIST ALL OF THE RESPONSIBILITIES, DUTIES, SKILLS, REQUIREMENTS, EFFORTS, OR WORKING CONDITIONS ASSOCIATED WITH THE JOB. EMPLOYEES WILL BE EVALUATED IN PART BASED UPON PERFORMANCE OF THE TASKS LISTED IN THIS JOB DESCRIPTION.

MANAGEMENT RESERVES THE RIGHT TO REVISE THIS JOB DESCRIPTION AT ANY TIME. THIS JOB DESCRIPTION IS NOT A CONTRACT FOR EMPLOYMENT, AND EITHER PARTY MAY TERMINATE EMPLOYMENT AT ANY TIME, FOR ANY REASON.

APPROVALS:

EMPLOYEE: _____

DATE: _____

SUPERVISOR: _____

DATE: _____